**Lab Exercises 7**

-Open MSOffice Excel to do the following example:

1. Enter the following data in excel worksheet in the range A1:A8

|  |
| --- |
| smith |
| 48 main street |
| US |
| Registration Form |
| Name |
| Address |
| City |
| Gender |

1. Create defined names
   1. In cell A1 type “Name”
   2. In cell A2 type “Address”
   3. In cell A3 type “City”
2. Use the defined names in the formulas:
   1. In cell B5 use “Name”
   2. In cell B6 use “Address”
   3. In cell B7 use “City”
3. Create a validation rule in cell B8
   1. The Allow type **List**
   2. The **source**: Male , Female
4. Create an input message for cell B8 , write the title “Gender” and the input message “choose the Gender”
5. Create an error alert for cell B8 , choose the style **stop** , write the title “Invalid Gender” and the error message “An invalid Gender has been entered , click Cancel and then use the arrow to select a valid Gender”
6. Unlocked cell B8
7. Insert a comment in cell A4, write “complete the form”
8. Add the developer tab to the ribbon
9. Record a macro and name it Clear , then do the following steps:
   1. Go to cell B8 (to active the cell)
   2. Click delete
   3. Stop the recording
10. Insert a macro button (From control) and choose the macro name “Clear” , then name the button Clear
11. Protect the sheet and set the password to “12345”
12. Your final form should look like this:

